

LAND OFFICE OBJECTIVES

CENTRAL LAND OFFICE

1. Hold 95% of direct protection fires to 10 acres or less.
 - a. Complete initial attack agreements with all VFD in CLO to assure rapid and unencumbered assistance from and to cooperators during initial attack
 - b. Increase coordination of initial attack resources with other DNRC offices to rotate and pre-position resources as needed.
 - c. Develop policies or procedures to expedite hiring of local cooperators on CLO direct protection extended attack incidents as needed
 - d. Develop policies or procedures to expedite hiring of local cooperators on CLO direct protection extended attack incidents as needed
 - e. Improve relationship between HIDC, Air operations and HU initial attack.
 - f. Conduct Training for employees and cooperators to ensure appropriate safety standards and fire management capabilities are maintained.
 - g. Improve Type 3 incident management capability.
 - h. Complete development of replacement type 6 engines for direct protection and County Coop Program as negotiated with FMB
2. Enhance rate of return from Trust Lands.
 - a. Review and process applications for Oil and gas leases.
 - b. Evaluate surface impacts and process applications for new oil and gas wells.
 - c. Evaluate surface impacts and process applications for seismic permits.
 - d. Complete field evaluations and verify production for agricultural leases expiring in 2006.
 - e. Document crop yields and address management problems on agricultural leases in the land office.
 - f. Monitor existing farm program contracts and implement corrective actions as needed.
 - g. Complete field evaluations for grazing leases expiring in 2006.
 - h. Complete Commercial lease of Alaska Road tract.

- i. Continue to advertise and lease commercial lots in Lewis and Clark Subdivision.
 - j. Prepare 3.2 MMBF of timber for sale.
 - k. Complete preliminary plans for the development of the Mandeville Tract.
 - l. Initiate public process for appropriate uses of the Belgrade tract.
 - m. Manage Cooperative Weed Agreements, implement weed management priorities and prepare summary audit report.
 - n. Evaluate easement applications and process within 30 days.
 - o. Evaluate and Issue Gravel Permits within 30 days.
 - p. Evaluate and issue Land Use License applications within 30 days.
 - q. Assist in completing the sale of land banking tracts.
 - r. Assist in the identification of purchase tracts using land banking revenues.
 - s. Complete FI projects on land office, to include regeneration surveys, weed treatments and thinning projects.
 - t. Initiate Deep Creek/TNC exchange process.
 - u. Renew existing and evaluate new SRUL for Outfitting applications.
 - v. Participate in HCP and data management work groups.
3. Monitor and Improve forest practices on private lands.
- a. Open new HRA agreements within one week of receiving an application.
 - b. Prioritize resolution and closure of expired Hazard reduction agreements; reduce expired agreements to a maximum of 25%.
 - c. Conduct pre-harvest inspections on 10% of new HRA applications received.
 - d. Provide technical assistance related to management of SMZ and implementation of BMPs.
 - e. Investigate SMZ violations, implement corrective actions and prepare enforcement package.
 - f. Conduct post harvest HRA inspection and submit post-harvest inspection form to Forestry Assistance Bureau on 30% of HRAs to be closed.

- g. Meet with NRCS offices to establish a process for providing technical assistance on EQIP projects.
 - h. Assist with BMP site selection and review as requested by Forestry Assistance Bureau .
 - i. Participate in BMP workshops and have each service forester attend at least one BMP audit conducted within CLO.
 - j. Provide assistance for assuring biomass supply to Fuels for schools projects in Dillon and Townsend.
 - k. If requested, assist Forestry Assistance Bureau staff in conducting Arbor Day celebrations on CLO.
4. Forest Stewardship
- a. Provide landowner assistance as requested by members of the Family Forest Landowner community.
 - b. All completed FLEP projects are closed and expired FLEP cost-share agreements are closed or completed by FYE.
5. Maintain a healthy and productive work environment.
- a. Maintain effective working relations with cooperators. Attend fire council, city-county planning, County Inter-agency Cooperator, Realtor association, rotary, etc meetings to improve community outreach.
 - b. Provide training opportunities to promote professional development.
 - c. Provide opportunities for multi-program involvement.
 - d. Recognize outstanding performance in a timely manner.
 - e. Address pay inequity situations...Senior Engine Bosses, Dillon Unit Forester and Unit Office Managers.
 - f. Provide open forum for information dissemination and inter-unit collaboration through staff meetings as appropriate.
 - g. Complete performance appraisals by December 31.
6. Manage and allocate budgets in an efficient and productive manner.
- a. Prepare CLO fixed cost budget estimate for fiscal year no later than September 30, 2006.
 - b. Prepare mid-year and 4th quarter budget review.

- c. Develop long range building plans in Dillon Unit Office and steel building at CLO Compound.

EASTERN LAND OFFICE

PERSONNEL

- Provide a safe work environment.
- Maintain positive morale.
- Provide training opportunities that advance professional skills.

1. Trust Land & Forestry Division

- a. Coordinate DNRC interagency communication interaction with local citizen organizations, local community governments, state and federal agencies and the general media.
- b. Implement the TLMD / FD MOU in regards to wild land fire management. Optimize personnel performance through application of scheduled personnel “Performance Appraisal” processes.
- c. Maintain effective transition communications with the NELO regarding the transfer of Garfield and McCone county DNRC TLMD and FD program administration to the ELO.

PROGRAMMATIC

1. Forestry Division/Fire & Aviation Bureau

- a. Coordinate fire pre-suppression, prevention and suppression preparations for 2005(06) fire season with the FD – Fire and Aviation Bureau and other state, local and federal cooperators.
- b. Respond to fire emergencies, as per ELO/FD State County Cooperative Fire Management Plan and the Montana 6-Party Cooperative Fire Management Agreement operations guidelines.
- c. Participate in the Miles City Interagency Dispatch Center.

2. Forestry Division/Forestry Assistance Bureau

- a. Manage and enforce Montana State “Hazard Reduction Agreement” law to ensure hazard reduction of timber harvest slash.
 - 1) Conduct site visits on at least 30% of active agreements, distributed between pre-harvest, post-harvest, and during operations visits or slash inspections.
- b. Manage and enforce state Streamside Management Zone law and BMP guidelines and perform enforcement duties as necessary.

- 1) Participate in BMP workshops and attend at least one BMP audit conducted within ELO.
- 2) Assist with BMP site selection and review as requested by Bureau.
- c. Promote state nursery sales.
- d. Maintain ELO involvement in the community forestry program.
 - 1) If requested, assist Bureau staff in conducting Arbor Day celebrations on ELO.
- e. Initiate Forest Biomass information and contacts to interested constituents.
 - 1) Contact NRCS offices within ELO to facilitate EQIP cost-share program.
 - 2) All completed FLEP projects are closed and expired FLEP cost-share agreements are closed or completed by FYE.
3. **TLMD/Forest Management Bureau**
 - a. Administer ELO forest products contracts efficiently and effectively, capturing optimum revenue for the school trusts.
 - b. Prepare at least 1.1 MMBF of timber for sale yearly (figure reflects update of ELO sustained yield calculations from previous 0.8 MBF yearly target to new ELO target of 1.1 MMBF – eastside harvest total to increase = 2.5 MMBF).
4. **TLMD/Minerals Management Bureau**
 - a. Respond and facilitate increased TLMD Minerals Management Bureau activity (routine O&G permit reviews, sand and gravel permits, seismic permits and Coal Bed Methane field developments taking place on the ELO (MEPA), implement new surface damage settlements.
 - b. Coordinate TLMD MMB, Surface Management Bureau and Real Estate Management Bureau, Land Use License activity for increased O&G road and pipeline development associated with O&G minerals on the ELO (MEPA).
5. **TLMD/Surface Management Bureau**
 - a. Complete TLMD Surface Management Bureau lease renewals on the ELO (approximately 300 lease renewals across the ELO).
 - b. Take corrective action for TLMD – Surface Management Bureau on surface lease violations (including crop shares).
 - c. Implement the ELO Weed Management program and assist cooperators in collaborative weed management projects.

6. **TLMD/Real Estate Management Bureau**

- a. Assist TLMD Real Estate Management Bureau, with the implementation of the “Land Banking Program” on the ELO.
- b. Coordinate management of the ELO Recreational Use Program with TLMD REMB.

NORTHEASTERN LAND OFFICE

Administrative Objectives

1. Public/Cooperator/Legislative Relations - Maintain effective working relationships with the public, DNRC cooperators, and respond to inquiries as needed.
2. Budget Management, Reporting, and Executive Planning- Allocate and manage budgets within established parameters. Annually develop and implement an internal plan including mid-year and fourth-quarter budget forecasts.

Personnel Management

1. Provide for workplace safety, develop a work environment that fosters cooperation, trust, motivation, and job growth.
2. Coach, develop, and mentor employees.
 - a. Provide leadership-training opportunities to employees to promote professional development.
 - b. Provide technical training opportunities to employees to promote job competency.
 - c. Recognize outstanding performance in a timely manner.
 - d. Identify candidates for annual awards recognition by May 15, 2006.
 - e. Promote accountability of all employees through appropriate use of incentive and disciplinary measures.
 - f. Complete all performance appraisals and career development plans by December 31, 2005.

Programmatic Objectives

1. Wildfire Pre-Suppression and Suppression – Ensure safe, economic, and efficient protection of life and property from damage by wildfire within state and county fire protection boundaries. Provide safe and efficient fire equipment through adequate inspection and maintenance program. Reduce preventable wildfires and resource loss through proactive prevention planning.
2. Minerals Management Actions - Review land management and process applications for O&G leases. (200 applications processed) Review proposed mineral activities and prepare appropriate MEPA document or provide comments for MMB document. (35 MEPA documents) Evaluate surface impacts and process applications for seismic permits.

3. Agriculture and Grazing Management Actions - Complete 376 field inspections for 2006 lease renewals and submit completed Field Evaluation Forms to Bureau by November. Identify and initiate corrective action to lease problems such as weeds, pests, and grazing management. Investigate and recommend or take corrective action to lease violations such as illegal breaking, illegal subleasing. Document crops, yields and aftermath grazing during field season. Confirm payments received on Production Reports. Review and approve/disapprove contracts associated with involvement in programs authorized under the federal farm bill, including Direct & Counter Cyclical Program, Loan Deficiency Program and Disaster Program
4. Forest Product Management Actions - Prepare and offer in conjunction with the Eastern Land Office 2 million board feet of timber for sale by June 30, 2006. Complete all other FMB objectives as project importance requires.
5. Real Estate Management Actions - Inspect all cabin/homesite & special leases/licenses up for renewal by July 1, 2005. Complete all other REMB objectives as project importance requires.
6. Forest Practices Actions- Administer Forest Practices programs as directed by program implementation policy and such that an appropriate number of logging operations are inspected for compliance with forest practices requirements. Assist with selection of Best Management Practices audit sites, and participate on BMP audit teams as requested.
 - a. Conduct site visits on at least 30% of active agreements, distributed between pre-harvest, post-harvest, and during operations visits or slash inspections.
 - b. Reduce expired agreements to a maximum of 25%.
 - c. Assist with BMP site selection and review as requested by Forestry Assistance Bureau.
 - d. Participate in BMP workshops and have each Service Forester attend at least one BMP Audit conducted within NELO.
7. Wildfire Training and Assistance - Conduct training required for employees and cooperators to accomplish safety and professional development goals within the fire program. Ensure appropriate level of assistance is provided to local government cooperators to maintain firefighting capacity.
8. Manage recreational use on trust land – Enforce recreational use rules, issue special recreational use licenses, mitigate recreational use damages, participate in DFWP, BMA program.
9. Manage County Cooperative Weed Agreements and prioritize weed projects for the monies allocated to the Area Office. Signed biennial performance reports (both hard copy and electronic) are due to the Bureau no later than September 15, 2005. Implement commitments made under the Area Weed Management plans based on the priorities in the plan.

10. Land Banking Program – assist in the sale and acquisition of trust lands through land banking.
11. Wind Energy - Promote the development of wind energy. Implement the Judith Gap wind farm lease agreement, and complete the MEPA process for the Valley County wind park proposal.
12. Conservation Seedling Program – Market seedling products of the state nursery for use in reforestation, shelterbelts, windbreaks, and restoration projects.
13. Urban and Community Forestry – Participate in annual Arbor Day celebrations as requested, and provide support and local contacts to UCF staff.
14. Forest Health and Stewardship – Participate in Forest Stewardship landowner workshops, and provide assistance to private forest landowners to improve health of private forests in Montana.
 - a. Contact NRCS offices within NELO to facilitate EQIP cost-share program.
 - b. Close completed FLEP projects and facilitate closure of expired FLEP cost-share agreements.
15. Provide assistance to Bureau staff, as requested, in identifying and securing fuel supply and suppliers for Lewistown Hospital Biomass heating project.
16. Complete all other work objectives.

NORTHWESTERN LAND OFFICE

The Northwestern Area is primarily responsible for integrating and implementing the programs for both the Forestry and Trust Land Management Divisions within fiscal, human resource, and information service parameters outlined by Centralized Services Division. In order to maximize the efficient use of allocated resources, the following goals and objectives benchmark both priorities and targeted workload during Fiscal Year 2006 for Northwest Area personnel.

The goals and objectives are generally listed in priority order.

It is expected that this listing of priorities will be monitored and used by Northwestern Area managers to achieve desired program results, adjust resource allocations, coordinate activities with the Bureaus, and adjust personnel workloads.

- 1. Establish a positive employee work environment and effective working relationships with the public and DNRC cooperators.**
 - a. Complete annual employee performance appraisals and Career Development/Training Plans by December 31, 2005 using the most current forms.
 - b. Ensure new employee orientation is completed within two months of employment.
 - c. Appropriately apply incentive and disciplinary measures.
 - d. Recognize employees using Awards.
 - e. Complete the Northwest Area (NWLO) re-organization.
 - f. Evaluate vacancies and hire positions to optimize future performance.
 - g. Initiate community outreach and improved public/cooperator relationship development by hiring a Community Outreach Specialist **[2-3-101 through 2-3-301, MCA, 75-1-101 through 75-1-220, MCA]**.
 - h. Participate in the development of the Flathead County Growth Policy **[77-1-601 through 77-1-606, MCA]**.
 - i. Participate in the development of the Flathead, Kootenai, and Lolo National Forests new Forest Plans.
 - j. Host the joint forestry/real estate management bureaus training session in October 2005.
- 2. Manage allocated budgets.**
 - a. Establish a Budget Management Section and hire a Budget Management Supervisor.

- b. Develop a Budget Allocation Plan for Unit offices and programs.
 - c. Complete mid-year budgets forecast and re-allocate to address retirement payouts and unforeseen shortfalls.
 - d. Complete fourth quarter budget forecasts monthly from April through June 2006.
 - e. Balance year-end budgets by program to the first-level budget category. Expenditures over appropriations require prior approval by the appropriate division Budget Analyst.
 - f. Develop a NWLO Business Plan.
 - g. Evaluate operations/equipment budgets and assist divisions with preparing EPP documentation starting by February 15, 2006.
 - h. Review FTE allocations by program and communicate desired adjustments for the next year and biennium to divisions by June 2006.
3. Protect the State's natural resources from wildfire, insect pests, and disease.
- a. Safely, aggressively, and cost-effectively fight wildland fires using all available personnel as authorized by the interdivision MOU and NWLO Ramp-up Plan. Control 95% of all DNRC direct-protection wildfires at 10 acres or less.
 - b. Develop and implement a Wildland Fire Prevention Plan.
 - c. Implement Restrictions and Closures as warranted by conditions.
 - d. Administer fuel reduction projects on state and private lands.
 - e. Participate in the implementation of Community Wildfire Protection Plans.
 - f. Reinstate the Westside County Cooperative Fire Program and provide assistance to local government cooperators for maintain firefighting capacity.
4. Promote the highest monetary return from trust lands while meeting statutory obligations.
- a. Prepare and offer 31.8 million board feet (mmbf) of timber for sale [**77-5-223, MCA**].
 - b. Develop high-potential commercial and residential properties in urban growth areas, primarily on Section 36 in Kalispell, Olney, and Blue Bay/Rogers Lake.
 - c. Begin implementing the Whitefish Area Trust Lands Plan.
 - d. Process and issue selected Land Use License applications within 60-90 days.
 - e. Process and issue at least 5 permits for sand, gravel, or rock [**Title 77, Chapter 3, Part 2, MCA**].

- f. Process and issue Special Recreational Use License within 60-90 days[**77-1-801 through 77-1-808, MCA; ARM 36.25.143 through 36.25.167**].
 - g. Process and issue Trapping License requests.
 - h. Utilize land banking to dispose of poor performing properties while acquiring accessible higher revenue-producing properties. Contribute approximately 960 acres for disposition [**77-2-361 through 77-2-367, MCA; ARM 36.25.801 through 36.25.817**].
5. Implement and enforce the state's laws, agency rules, and agency guidelines.
- a. Administer forest practices programs and inspect logging operations for forest-practice requirements compliance.
 - 1) Conduct site visits on at least 30% of active agreements, distributed between pre-harvest, post harvest, during operations visits or slash inspections.
- Reduce expired agreements to a maximum of 25%.
- b. Assist with the statewide BMP site selection and participate with the BMP audits of NWLO sites.
 - 1) Have each service forester attend at least one BMP audit conducted within NWLO.
 - c. Complete 75 review and 11 renewal inspections for cabin/homesite & special leases/licenses currently up for renewal/review. Take corrective actions to address identified problems. Submit inspection reports to REMB along with identified supplemental lease stipulations by July 1, 2006 [**77-1-103, 77-1-204, 77-1-208, MCA; ARM 36.25.137**]. Administer renewals.
 - d. Complete 18 agricultural and grazing lease renewal evaluations on 20 tracts and take corrective actions to address identified management problems for 2006 [**77-6-101, MCA, 77-6-201, MCA, 77-6-113, MCA; ARM 36.25.117 and ARM 36.25.126**]
 - e. Manage County Cooperative Weed Agreements and prioritize weed projects for the \$10,000 allocated to NWLO. Assist in the development of County Weed Management Cooperative Agreements. Develop and implement a DNRC/TLMD Weed Management Plan. [**7-22-2151, MCA and 77-6-114, MCA**].
 - f. Process applications for easement disposition within 60-90 days [**77-2-101 through 77-2-107, MCA; ARM 36.25.135**].
 - g. Process applications for historic ROWs. All other acquisitions within 60-90 days [**77-1-107, 77-1-130 through 77-1-141, MCA**].
 - h. Bill Land Use License [**ARM 36.25.136**].

- i. Assist the MMB as necessary to ensure mineral reclamation on state-owned sites **[Title 77, Chapter 3, MCA]**.
 - j. Assist the MMB in identifying and resolving 1 minerals management problem **[Title 77, Chapter 3, MCA]**.
 - k. Manage DNRC fire aviation resources.
 - l. Provide safe and efficient fire equipment through adequate inspection and maintenance program.
 - m. Maintain existing statewide radio communications system and continue the move to narrowband technology.
 - n. Implement recommendations of the 2005 Legislative Program Performance Audit.
 - o. Help develop and review Habitat Conservation Plan (HCP) strategies.
 - p. Provide staff support for revision of Montana fire laws per legislative direction in House Joint Resolutions from the 2005 Legislative session.
 - q. Issue 8 SVPs and/or test permits for gravel **[Title 77, Chapter 3, Part 2, MCA]**.
 - r. As time allows, complete 13 agricultural and grazing lease renewal evaluations on 19 tracts and take corrective actions to address identified management problems for 2007.
6. Sustain or improve the natural resources of State and private forestland.
- a. Complete timber sale inspection reports and take corrective actions to address identified management problems.
 - b. Complete State Forest Land Management Plan monitoring requirements and utilize data to design future projects.
 - c. Complete FI projects within budgets, treatment plans and timelines.
 - d. Conduct FI project reviews by fall of 2005 and complete a written report by March 2006 **[77-5-204, MCA]**.
 - e. Identify and manage recreational use resource mitigations.
 - f. Conduct Internal BMP audits on 5 ongoing and recently completed timber sales by June 2006 **ARM 36.11.424**.
 - g. Monitor snag and coarse woody debris on 2 timber sales by June 2006.
 - h. Assist with bald eagle nest productivity monitoring by June 2006.

- i. Participate in Forest Stewardship landowner workshops, and provide assistance to private forest landowners to improve health of private forests in Montana.
 - 1) Have a minimum of one NWLO Service Forester attend DNRC/MSU-sponsored Stewardship Workshop instructor/advisor training and actively participate in the program.
 - 2) Contact NRCS offices within NWLO to facilitate EQIP cost-share program.
 - 3) All completed FLEP projects are closed and expired FLEP cost-share agreements are closed or completed by FYE.
- j. Market seedling products of the state nursery for use in reforestation, shelterbelts, windbreaks, and restoration projects.
- k. Participate in annual Arbor Day celebrations as requested, and provide support and local contacts to UCF staff.
- l. Provide assistance to RC&Ds to achieve Council forestry objectives.
- m. Provide informational and technical assistance for ensuring adequate supply of biomass material for Fuels For Schools projects statewide and specifically to NWLO sites.

SOUTHERN LAND OFFICE

FORESTRY DIVISION

1. Provide a safe and positive work environment and make sure employees have training, equipment, and support to complete their jobs efficiently.
2. Maintain and build effective working relationships with the public, DNRC cooperators, and handle politically sensitive issues crossing all programs.
3. Prepare for fire season by having adequate support and working cooperatively with interagency partners. Respond to fire emergencies in a safe, efficient, and financially responsible manner.
4. Manage the SLO budget for all Forestry programs to fully expend the budget and work with Sue Clark to address any shortfalls or extra funds. Be prudent in the expenditure of funds and meet the objectives of the different programs while at the same time keeping SLO up to date on computers, latest technology, and providing a good office environment.
5. Complete development of equipment assigned to Eastside mechanic and complete vehicle inspections. Maintain existing radio communication equipment and move forward with new technology.
6. Actively pursue projects for National Fire Plan and coordinate with other agencies.
7. Hire new Service Forester and provide training and support to that individual to complete work objectives in Forestry Assistance program. Initially emphasis will be on cleaning up backlog of HRAs and providing them training to address Forest Practices.
 - a. Conduct site visits on at least 30% of active agreements, distributed between pre-harvest, post-harvest, and during operations visits or slash inspections.
 - b. Reduce expired agreements to a maximum of 25%.
 - c. Assist with BMP site selection and review as requested by Forestry Assistance Bureau.
 - d. Participate in BMP workshops and attend at least one BMP audit.
 - e. Contact NRCS offices within NWLO to facilitate EQIP cost-share program.
 - f. All completed FLEP projects are closed and expired FLEP cost-share agreements are closed or completed by FYE.
 - g. Provide assistance for assuring biomass supply to Fuels for Schools projects that may become active on SLO.

8. Provide fire training per county cooperative agreements.
9. Hire Urban Forester and provide support to that individual to effectively complete the duties for that position and coordinate with Bureau staff and other land offices.
 - a. Urban Forester: Identify, implement and expand “developing” and “managing” community forestry programs in Montana communities through technical, financial and volunteer coordination assistance. Urban forestry specialists submit work plan by December 1.
 - b. Urban Forester: Provide 10-15 hours of continuing education units for certified and non-certified tree care professionals and provide four Certified Arborist Exams statewide, two in each region.
 - c. Land Office Staff, Participate in Arbor Day celebrations as requested and support the Community Forestry program.
10. Participate in preparation of Community Wildfire Protection Plans.
11. Participate in formation of new Type 3 Incident Management team.
12. Assist with tree delivery’s and promote nursery stock.

TRUST LAND MANAGEMENT DIVISION

1. Provide a safe and positive work environment and make sure employees have training, equipment, and support to complete their jobs efficiently.
2. Maintain and build effective working relationships with the DNRC staff, the public, DNRC cooperators, and handle politically sensitive issues crossing all programs.
3. Manage the SLO budget for all TLMD programs to fully expend the budget and work with Connie Daruk to address any shortfalls or extra funds. Be prudent in the expenditure of funds and meet the objectives of the different programs while at the same time keeping SLO up to date on computers, latest technology, and providing a good office environment.
4. Participate in coal bed methane and other oil and gas development and implement new surface damage payments policy.
5. Complete update of Master Plan for proposed Skyview Ridge Subdivision. Additionally, SLO will secure entitlements on the property by obtaining city approval on request for annexation, zone change and minor subdivision. Included in these efforts is the completion of a Traffic Accessibility study to identify impacts and mitigation of the development of Skyview Ridge.

6. Utilize land banking to dispose of poor performing properties while acquiring accessible higher revenue-producing properties.
7. Complete all agricultural and grazing lease renewal evaluations by November 1st and take corrective actions to address any management problems.
8. Continue pursuing development of wind farm near Springdale.
9. Identify and resolve minerals management problems on oil, gas, or coal leases.
10. Inspect all homesite and special leases/licenses currently up for renewal/review and/or areas in decline and take corrective actions to address any problems.
11. Manage County Cooperative Weed Agreements and prioritize weed projects for the monies allocated to the Area Offices.
12. Review and approve/disapprove contracts associated with involvement in programs authorized under the federal farm bill, including Direct & Counter Cyclical Program, Loan Deficiency Program and Disaster Program and CRP.
13. Process application for easements in timely manner dependent on type of application and urgency.
14. Review and process applications for sand and gravel.
15. Participate in the Real Estate Identification Team.
16. Process and issue land use license applications in a timely manner with emphasis on high value licenses.
17. Participate in and develop relationships with local government, communities, Chamber of Commerce, Rotary Clubs, realtor associations, financial and economic development groups. Participate in the development of city/county growth policies.
18. Process and issue SRUL requests.
19. Follow-up on recreational access complaints and coordinate with Bureau on enforcement.
20. Process applications for historic right of ways.
21. Assist NELO, ELO, and CLO with timber sales and permits.

SOUTHWESTERN LAND OFFICE

ALL PROGRAMS

1. Public Service
 - a. Provide prompt and courteous service to members of the public.
 - b. Maintain effective working relationships with cooperators, contractors, and lessees.
2. Personnel
 - a. Provide a safe and productive work environment.
 - b. Conduct performance evaluations, understand employee motivations and desires, and intervene early in personnel problems.
 - c. Provide training and career development opportunities that enhance job performance and advance employee skills.
 - d. Build and maintain positive morale.
3. Budget
 - a. Manage Budgets within established parameters.
 - b. Communicate budget status and coordinate with Department staff on budget management issues.

FORESTRY PROGRAMS

1. Fire Management
 - a. Ensure safe, economic and efficient protection of life and property from wildfire within state and county fire protection boundaries.
 - b. Control 95% of all DNRC direct protection wildfires at 10 acres or less.
 - c. Facilitate implementation of National Fire Plan (NFP) grants with local government agencies, Bitterroot RC&D and Headwaters RC&D. Target grants toward fuels reduction projects within Urban Wildland Interface (UWI) areas to include State Trust Lands adjacent to UWI. Continue development and progression of fire prevention goals and objectives to meet current day and future needs.
 - d. Develop a comprehensive fire and aviation management plan to meet changing needs for the SWLO fire program future. Participate in HJR 10 fire laws changes.

- e. Participate on Fire Advisory Committee, respond to requests for expertise on local, state, regional and national initiatives.
2. Forestry Assistance
- a. Ensure compliance with forest practices laws.
 - 1) Assist with BMP site selection and review as requested by Bureau.
 - 2) Participate in BMP workshops and each Service Forester attends at least one BMP Audit conducted on SWLO.
 - b. Reduce the proportion of expired HRAs to less than 25% on each Unit by FY end.
 - 1) Conduct site visits on at least 30% of active agreements, distributed between pre-harvest, post-harvest, and during operations visits or slash inspections.
 - c. Assist private forest landowners to improve the health of private forests.
 - 1) A minimum of one SWLO Service Forester will attend DNRC/MSU-sponsored Stewardship Workshop instructor/advisor training and actively participate in the program.
 - 2) Contact NRCS offices within SWLO to facilitate EQIP cost-share program.
 - 3) All completed FLEP projects are closed and expired FLEP cost share agreements are closed or completed by FYE.
 - d. Take advantage of opportunities to increase Unit budgets by providing technical cost-share assistance on Forest Health and Stewardship projects.
 - e. Urban Forestry Program:
 - 1) Urban Forester – Identify, implement, and expand “developing” and “managing” community forestry programs in Montana communities through technical, financial and volunteer coordination assistance. Urban Forestry Specialists submit work plan by December 1.
 - 2) Urban Forester - Provide 10-15 hours of continuing education units for certified and non-certified tree care professionals and provide four Certified Arborist Exams statewide, two in each region.
 - 3) Land Office Staff - Participate in Arbor Day celebrations as requested and support the Community Forestry program.
 - f. Provide assistance to RC&Ds to achieve their forestry objectives.
 - g. Provide assistance in ensuring adequate supplies of material for Fuels For Schools Facilities.

- h. Market seedlings from the state nursery.

TRUST LANDS PROGRAMS

1. TLMS
 - a. Revise SWLO money handling procedures as well as responsibilities for data entry into TLMS.
 - b. Implement field training on TLMS (by end of December).
2. Forest Management
 - a. Prepare 16.1 mmbf of timber to be offered for sale.
 - b. Administer timber sale contracts and permits as harvested.
 - c. Implement all Forest Management Rules.
 - d. Assist with HCP Planning, Contract Harvesting Study and Enterprise System Development (Steve Kamps is HCP rep, Brian Robbins is Contract Harvesting rep, Mike McGrath is Enterprise System rep - all act with field foresters input).
 - e. Participate on Forest Management Advisory Committee.
3. Forest Improvement – Road R/W
 - a. Complete FI projects within budgets (planting, bloodmeal applications, pronone applications, regeneration surveys, thinning, burning, weed spraying, slash piling, site preparation). Collect cones and conduct tree improvement activities.
 - b. Continue annual road maintenance, road inventory projects, R/W acquisition, and issuing temporary road use permits.
 - c. Set up pre-commercial thinning “shelf projects.”
 - d. Continue monitoring programs including BMP audits, water quality sampling, soil monitoring, mid term grazing, snag retention, coarse wood debris recruitment, silvicultural reviews ... to insure proper implementation of rules.
4. Agriculture and Grazing Management
 - a. Complete grazing and agriculture field inspections (28 tracts) and identify and initiate corrective actions as necessary.
 - b. Implement integrated weed management activities as appropriate including biological controls.

- c. Review/update all weed management plans as necessary.
- 5. Minerals Management
 - a. Continue issuing small volume permits, conducting permit inspections and monitoring mineral activity.
 - b. Assist MMB in reclamation of the McDonald Gold Project lease site.
 - c. Provide field recommendations on mineral leasing projects exceeding small volume thresholds.
- 6. Real Estate Management*
 - a. Inspect all cabin/homesite & special leases/licenses up for renewal (50) as well as those where we are having problems or are in areas of decline.
 - b. Assist in the sales and acquisition of the Land Banking program through identification of potential candidates for high-value parcels to sell and identification of parcels for acquisition.
 - c. Participate in public relations and community outreach with local community groups, planners, and realtors.
 - d. Participate in the city/county growth policy plan development for counties in the SW region.
 - e. Execute a commercial lease on the Reserve Street property.
 - f. Continue research for future Real Estate projects: Secure Seeley Lake airport parcel access, negotiate with Double Arrow Homeowner's Association for access to State land, and survey Seeley lake waterfront parcel with due diligence on potential land uses.
 - g. Participate in land ownership planning in the upper Blackfoot w/ Blackfoot Challenge.
 - h. Continue discussions in the Blackfoot regarding Conservation Licenses.
 - i. Hire a new right-of-way specialist.
 - j. Process applications for easements, historic rights-of-ways, etc.
 - k. Promote window of opportunity for securing historic right-of-ways with Counties and Utilities.

*Note - Real Estate Management projects are not listed in relative priority.

Secure access for timber sale projects on the three-year list.

- l. Continue to work with private landowners and cooperators to secure access to state land through reciprocal access or cost-share/FRTA projects.
- m. Administer new high value (>\$1,000) LUL requests.
- n. Administer recreational use program on State Lands in SWLO.
- o. Participate in the Real Estate Management Team for SW Land Office projects and various projects statewide.
- p. Continue working on existing land exchange projects (progress dependent on applicant's interest).
 - 1) Lolo-DNRC exchange – Complete Phase 1 exchange by FY end (Appraisal, EA, public hearings).
 - 2) Five Valley Land Trust Exchange – complete exchange by FY end (EA, Timber Cruise, title work and public hearing).
 - 3) John Miller exchange – complete exchange by FY end (appraisal, EA, Public Hearings, LB approval).
 - 4) CB Ranch Exchange – By FY end; Secure preliminary Dept approval, Conduct Scoping, Get LB Preliminary approval, Complete EA.
 - 5) Creech Exchange – Attempt to agree on acceptable proposal.
 - 6) Rock Creek Cattle – Attempt to agree on acceptable proposal.
 - 7) Deep Creek Ranch - Attempt to agree on acceptable proposal in cooperation with CLO.